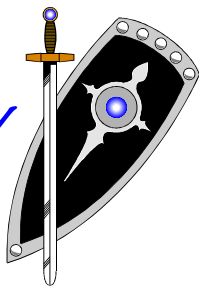


Think Securely



Protect your computer from viruses:

- √ Don't click on attachments.
- √ Install virus protection software.
- √ Update weekly.

Keep your operating system patched and up-to-date:

- √ windowupdate.microsoft.com

Keep your installed software up-to-date:

- √ Some office products can propagate viruses and worms.

Keep your password secret:

- √ Change any assigned or default passwords.
- √ Pick a password that is hard to guess, using the first letters of each word in a phrase or combine words.
- √ Intentionally misspell words.
- √ Don't use a dictionary word or a name.
- √ Use eight characters, alpha, numeric, and/or national characters (@ # \$).
- √ Don't write down your password.

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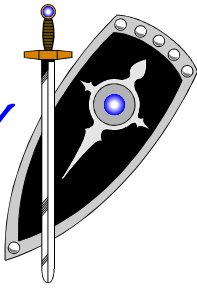
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*Protect sensitive data, especially
SSNs, personal account numbers,
& Employee Numbers*

- ✓ *Delete obsolete files.*
- ✓ *Shred printouts & confidential information.*
- ✓ *Password protect unattended work stations.*
- ✓ *Logoff when leaving.*

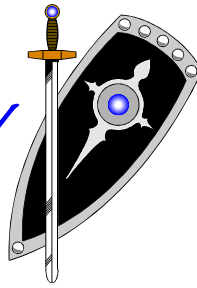
Be an Internet skeptic:

- ✓ *Don't believe everything you read on the Internet.*
- ✓ *Some "free" services collect contact information for marketing or identity theft.*
- ✓ *Don't forward chain letters.*
- ✓ *Set up an e-mail filter.*

Protect your identity & privacy:

- ✓ *Don't give strangers your SSN, local address, or family information.*
- ✓ *Shred mail or trash with personal information on it.*
- ✓ *Keep wallet or purse in safe place.*
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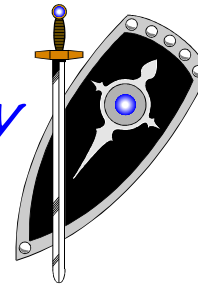
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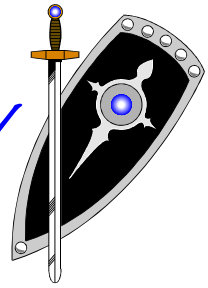
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